

WASHINGTON STATE ASSOCIATION OF PARLIAMENTARIANS
a constituent division of the
NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Special Rules of Order for Board of Directors Meetings

[APPLICABILITY TO COMMITTEE MEETINGS: Rules 1.B, 1.C, and 3 also apply to committees of the membership (Bylaws VIII.5) and committees of the board of directors.]

1. ALL MEETINGS.

- A. Limitation on Debate.** Members are limited to three minutes each time they speak in debate, and may speak only twice on each debatable question.
- B. Telephonic Participation.** To the extent allowed by the bylaws, board members may participate by telephone by notifying the president or other officer who will be attending in person, who shall designate a conference or personal telephone number to call in order to participate.
- C. Voting.** When any board member is participating in a board meeting by telephone or other communication equipment, all rising votes under the normal rules will be taken using the same voting procedure as a roll call vote; the board may still order the individual votes to be recorded in the minutes if it chooses.

2. IN-PERSON MEETINGS. Except as otherwise provided in these rules, the board of directors will conduct its meetings using the small board procedures set forth in the current edition of *Robert's Rules of Order Newly Revised*.

- A. Informal Discussion.** Informal discussion on any issue in the absence of a pending motion will be limited to ten minutes.
- B. Motions.** All main motions and amendments must be in writing, signed, and provided to the chair immediately upon being proposed.

3. TELECONFERENCE MEETINGS.

- A. WSAP Teleconference Account.** WSAP will maintain a free teleconference account capable of accommodating a number of users equal to at least the membership of the board of directors. If possible, the account should include the capability of recording a teleconference meeting. A link to the instructions for using the service will be maintained in the Members Only area of the WSAP web site. The president may designate an alternate account when needed.
- B. Use of WSAP Account.** The board of directors will use the official WSAP account for its teleconference meetings. WSAP committees are authorized, but not required, to use the official WSAP account for their meetings. Any other teleconference account used for committee meetings must be at no cost to WSAP. Participants in any teleconference meeting will be responsible for any long distance or airtime charges they may incur in calling in to the teleconference.
- C. Scheduling.** To avoid usage conflicts, anyone wishing to use the WSAP account for a teleconference meeting must schedule its use with the secretary.
- D. Identification of Participants.** Participants in a teleconference meeting must identify themselves by name or position each time they speak.

Revised November 28, 2016